



Together we love to learn  
and learn to love

## **Lunchtime Supervisor Job Description**

### **Job Purpose**

To ensure the supervision, safety and welfare of pupils during their lunch break, in the dining area and playgrounds.

### **Principal Responsibilities**

1. To supervise pupils in the dining area and to encourage positive behaviour in and around the school.
2. Supervise and assist pupils with packed lunches and ensure clearance of waste.
3. Encourage pupils to eat and help by cutting up food and support them in the use of cutlery and table manners.
4. Supervise the children with the return of trays and clearing of dirty plates and cutlery.
5. Attend to any spillages on floors and table tops.
6. Adhere to the Happy Playtimes policy and set up activities and games.
7. To interact with the children at play in the playground and to initiate play activities.
8. Supporting individual children on a 1:1 basis as and when required. Support those children who find playtimes difficult.
9. To attend to sick children or accidents, including the cleaning of spillages and sickness and to report and record any accidents or incidents and request assistance from the School First Aider as required.
10. To adhere to all school policies and procedures that affect you and your duties (e.g. Fire, accident reporting, no smoking etc.)
11. To supervise pupils in allocated areas during inclement weather and interact with them. To encourage fair play and Happy Playtimes.
12. Awareness of, and adherence to:
  - Current health and safety legislation and approved codes of practice as advised in the schools Health and Safety policy.
  - Safeguarding procedures as outlined in the Safeguarding Policy.
  - Happy Playtimes policy.
13. To be present at training sessions essential to the role of Lunchtime Supervisor (e.g. First Aid, Health & Safety and Safeguarding)

*March 2017*